



OFFICIAL FILE

UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
ALBANY, GEORGIA 31704-5000

BO 1301.15C
801-841-3
22 Sep 1987

BASE ORDER 1301.15C

From: Commanding General
To: Distribution List

Subj: Instructions for Command Liaison Personnel

Ref: (a) Table of Organization Number 7014
(b) OPNAVINST 5510.13, Chapter 14
(c) FMFM 3-1
(d) Federal Acquisition Regulation

Encl: (1) Directory of Command Liaison Personnel
(2) Letter of Instruction (Sample)
(3) Monthly Reporting Guidance for MCLB Liason Office, U.S. Army Missile Command, Redstone Arsenal, Huntsville, Alabama

1. Purpose. To provide instructions for liaison personnel whose resident place of work is other than the Marine Corps Logistics Base (MCLB), Albany, Georgia.

2. Cancellation. BO 1301.15B.

3. Background. The Commandant of the Marine Corps has approved, through reference (a), the establishment of MCLB, Albany, liaison billets for officers and staff noncommissioned officers at key defense and commercial installations.

4. General. Liaison personnel will represent the Commanding General, MCLB, Albany, at their respective installations. To provide a central control for administration of the liaison personnel and ensure maximum support to the Fleet Marine Force, they are assigned to the Integrated Logistics Support (ILS) Divisions, Weapon System/Equipment Management (WS/EM) Directorate. Enclosure (1) is a current directory of Command Liaison Personnel.

5. Action

a. Integrated Logistic Support Divisions, (Codes 830, 840),
Weapon System/Equipment Management Directorate

(1) Publish a letter of instruction to each liaison officer/staff noncommissioned officer. Update the letters of instruction on an as-required basis. Enclosure (2) will be used as a guide for such letters.

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(2) Plan, prepare agenda, and monitor a liaison personnel conference to be conducted at MCLB, Albany, on an as-required basis, or at least annually.

(3) Ensure that the liaison personnel are visited periodically, or annually, at a minimum.

(4) Review the requirement for continuance of the liaison billets established as of the effective date of this Order. Further, submit recommendations or review recommendations for the establishment of liaison billets at installations not currently staffed.

(5) Maintain liaison with the Commandant of the Marine Corps (LMC, LMW, LME, and LMM) to coordinate and integrate the functions performed by Headquarters Marine Corps liaison representatives with those performed by liaison personnel of MCLB, Albany.

(6) Receive, review, and initiate appropriate action on reports rendered by MCLB, Albany's liaison personnel.

(7) Receive and review copies of all trip reports prepared by representatives of MCLB, Albany, who make trips to the organizations listed in enclosure (1).

(8) Coordinate the establishment and continued maintenance of any special report(s) desired by the various divisions/separate offices of MCLB, Albany.

(9) Establish and maintain a training program that will be furnished to each individual assigned to a liaison billet. Additionally, a refresher course will be presented at least annually during the scheduled conference. (See Paragraph 5a(2) above.)

(10) Maintain a current directory of Command Liaison Personnel.

(11) Provide for the issuance to the respective liaison offices those Marine Corps directives, changes, revisions, or modifications that affect the liaison offices.

(12) Provide the agency or corporation with the data required by reference (b) on an as-required basis.

(13) Provide the Depot Maintenance Activities with any trip reports and/or advanced technical data received from liaison personnel or others relating to repair, maintenance, modification, etc.

(14) Carry out the day-to-day inquiries, requests for supply and technical data, provisioning documentation, status of acquisition documents, and associated requirements.

(15) Applicable Branch Head will function as the reporting senior on fitness reports for all liaison personnel.

b. Division/Separate Offices

(1) Advise ILS Divisions (Codes 830/840), WS/EM Directorate of all projected and actual visits by personnel of MCLB, Albany, to organizations at which MCLB, Albany liaison personnel are staffed. When visits occur, provide trip reports to the proper ILS Division.

(2) Submit recommendations to ILS Divisions, WS/EM Directorate (Codes 830/840) for establishment of liaison billets at installations not currently staffed.

c. Liaison Personnel

(1) Be guided by paragraph 1332 and subparagraph 1407K of reference (c) and paragraph 42-204 of reference (d).

(2) Coordinate with assigned agency or corporation in matters relating to supply, technical, or financial documentation. This is to include rendering such assistance as necessary to resolve logistic support problems, obtaining information, validating drawings, and other detailed requests initiated by any organizational component or Division of MCLB, Albany.

(3) Assist the agency or corporation in the interpretation of Marine Corps policy, plans, or procedures.

(4) Monitor programs of interest to MCLB, Albany. When directed, monitor external programs of interest to the Marine Corps that are conducted by the agency or corporation to which assigned.

(5) Submit a monthly report to the Commanding General (Codes 830/840), MCLB, Albany, by the tenth of the month subsequent to the month for which the report is rendered. Enclosure (3) is provided as a guide for such reports. Each year on the monthly report for February, submit your temporary additional duty budget projections for the next fiscal year.

(6) Maintain liaison and coordinate with Marine Corps liaison personnel assigned concurrently to the same agency or corporation by an office of Headquarters Marine Corps.

(7) Submit requests for visits to or conferences at MCLB, Albany, other than those scheduled, to the Commanding General (Codes 830/840), MCLB, Albany, for approval.

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(8) Submit two signed fitness reports, NAVMC 10835, with Section A completed to the applicable Branch Head, ILS Divisions, WS/EM Directorate, 15 days prior to the end of the annual reporting period and within 10 days of any other occasion requiring report submission.



C. N. PASTINO
Deputy Commander

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DIRECTORY OF COMMAND LIAISON PERSONNEL

<u>BILLET</u>	<u>INCUMBENT</u>	<u>LOCATION/ADDRESSES</u>	<u>TELEPHONE NO.</u>
Liaison Officer Litton Systems	Gawerecki, H. A. Capt	Litton System Inc. Data System Div. 425 E. Fillmore St. Colorado Springs, CO 80907 Tuesday and Thursday mornings	<u>Commercial:</u> 303/475-7220 Ext. 235 <u>AUTOVON:</u> 692-7011 off net 475-1801
		Ford Aerospace and Communications Corporation 2541 East Platte Place Colorado Springs, CO 80907 Monday-Wednesday-Friday - All day Tuesday and Thursday afternoons	<u>Commercial:</u> 303/594-1701 <u>AUTOVON:</u> 692-7011 off net 594-1701
Liaison Officer NCO U.S. Army Missile Command	Parker, W. H. Capt Harmon, L. MGySgt	U.S. Marine Corps Liaison Office U.S. Army Missile Command Attn: AMSMI-LC-MM-A-LO Building 5687 Redstone Arsenal Huntsville, AL	<u>Commercial:</u> 205/876-7494 7364 <u>AUTOVON:</u> 746- 7494/7364
Liaison NCO Electronic Materiel Readiness Command	Bottino, L. J. GySgt	U.S. Army Communications and Electronics Materiel Readiness Command (CERCEOM) Fort Monmouth, NJ 07703	<u>Commercial:</u> 201/532-4963 <u>AUTOVON:</u> 992-4963/ 4973/4451/ 4554

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<u>BILLET</u>	<u>INCUMBENT</u>	<u>LOCATION/ADDRESSES</u>	<u>TELEPHONE NO.</u>
Liaison NCO U.S. Army Armament Command	Riely, J. R. MSgt	U.S. Marine Corps Liaison Office U.S. Army Tank-Automotive Materiel Readiness Command Attn: DRSTA-FM Warren, MI 48090	<u>Commercial:</u> 313/574-6394 <u>AUTOVON:</u> 786-6394
Liaison NCO U.S. Army Armament Command	Bailes, J. MSgt	U.S. Marine Corps Liaison Office, U.S. Army Armament Munition and Chemical Command Attn: MCLNO-LMP Rock Island, IL 61299	<u>Commercial:</u> 309/782-4194 5848 <u>AUTOVON:</u> 793-4194/5848
Liaison NCO Defense Personnel Support Center	Leaskey, J. R. MSgt	U.S. Marine Corps Liaison Office, Bldg 12, 3rd Fl, Wing H 2800 South 20th Street Philadelphia, PA 19101	<u>Commercial:</u> 215/952-3010/ 3282 <u>AUTOVON:</u> 444-3010/3281

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Letter of Instruction (SAMPLE)

From: Commanding General, Marine Corps Logistics Base, Albany
To: MCLB, Albany, GA, Liaison Officer, United States Army Missile
Command (AMSMI-SSS-MCL), Redstone Arsenal, Huntsville,
Alabama 35898

Subj: LETTER OF INSTRUCTION (LOI)

Ref: (a) MCLB Albany T/O #7014
(b) BO 1301.15C

Encl: (1) Monthly Reporting Guidance for MCLB, Albany, Liaison Of-
ficer, U. S. Army Missile Command, Redstone Arsenal,
Huntsville, Alabama

1. Purpose. This LOI provides guidance for the performance of your duties as the resident Marine Corps Logistics Base (MCLB), Albany, Liaison Officer at the United States Army Missile Command (USAMICOM), and supersedes all previously issued LOIs pertaining to this billet.

2. General

a. The authority for your billet is contained in reference (a), line number 3775.

b. The Head, Missile Branch (Code 845), Integrated Logistics Support (ILS) Communication-Electronic/Missile Division (Code 840), Weapon System/ Equipment Management Directorate (WS/EMD), MCLB, Albany, is your reporting senior.

c. Your operation/administrative/technical point of contact at MCLB, Albany, is the Head, Missile Branch (Code 845), WS/EMD, MCLB, Albany.

3. Primary Duties

a. In addition to the duties outlined herein, you will be guided in your duties by paragraph 1332 and subparagraph 1407k of FMFM 3-1, and paragraph 42-204 of the Federal Acquisition Regulation (FAR).

b. Represent the Commanding General, MCLB, Albany, at USAMICOM.

c. Effect and maintain liaison between USAMICOM and MCLB, Albany.

d. Coordinate the implementation of plans, policies, and procedures as directed by MCLB, Albany, and perform any special tasks assigned thereby. These special tasks will normally be assigned and published as a LOI supplement. LOI supplements received will be

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considered as additional instructions to this LOI, and will be included in the Billet Turnover Notebook required by paragraph i below.

e. Maintain appropriate files/records on all programs monitored and actions taken.

f. Advise MCLB, Albany, of USAMICOM policy changes affecting principal end items and repair parts support for Marine Corps equipment, and maintain liaison with depot repair program personnel to provide MCLB (Code 845), Albany, current status of funding required to support repair of all missile system repair programs.

g. Assist other Marine Corps liaison personnel assigned to USAMICOM in the area of provisioning, funding for repair parts, delivery schedules, technical research, supply support problems, etc., that affect the support of Marine Corps equipment. As the appointed liaison representative for MCLB, Albany, your relationship with Headquarters Marine Corps (HQMC) Liaison Officer/Representatives will be with co-equal status. Problems affecting MCLB, Albany, which cannot be coordinately resolved will be referred to MCLB, Albany, for resolution. Informal liaison for purposes of exchanging information with other Marine Corps Liaison Officers and Marine Corps representatives assigned to USAMICOM and to other services is authorized and encouraged.

h. Closely monitor provisioning requirements by provisioning project number, whether submitted via Military Standard Transaction and Issue Procedure (MILSTRIP) or Provisioning Items Order (PIO), when received, and advise MCLB, Albany, on the status of provisioning items, as required. Note: Delays to provisioning requirements which cause deviation from the required delivery date specified will be reported immediately as they become apparent.

i. Maintain current Turnover Notebook and desk-top procedures to facilitate the orderly transfer of responsibilities to your replacement. The Turnover Notebook contains, as a minimum, the following information:

(1) Place of duty.

(2) USAMICOM command structure.

(3) This LOI, additional instructions, and references.

(4) All current LOI Supplements.

(5) Points of contact, to include telephone number, location activity address code, name of current contacts, and a very brief description of the type of information available from the named contacts.

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(6) Current provisioning project numbers being monitored, and/or on order at USAMICOM.

(7) Current Army contract being monitored and a cross reference to the companion Marine Corps procurement document.

(8) Current USMC/USA Depot Maintenance Interservice Support Agreements in effect; U.S. Army Depot affected and Missile System affected.

j. Assist and provide supply support for the actions of the MCLB, Missile Systems Configuration Management Staff NCO at USAMICOM.

k. Attend briefings and conferences conducted by USAMICOM where the subject matter is of interest to MCLB, Albany, and report significant results of such meetings to the Commanding General, MCLB (Code 845), Albany, Georgia 31704-5000. If attendance by other MCLB personnel is required, you will notify MCLB (Code 845), Albany.

l. Requests for information/assistance received from other Marine Corps activities requiring official response should be referred to Commanding General, MCLB (Code 845), Albany, Georgia 31704-5000. Guidance concerning identification of official correspondence will be provided by MCLB (Code 845), Albany, upon request, on a case-by-case basis.

m. You are required to submit a monthly report covering significant developments/accomplishments. These reports will be submitted to the Commanding General, MCLB (Code 845), Albany, Georgia 31704-5000, (copy to Code 840) per the enclosure. Each year, on the monthly report for February, you are required to submit your Temporary Additional Duty budget projections for the next fiscal year. Although information pertinent to program progress is essential to the mission of MCLB, Albany, tact should be exercised in placing stringent requirements on USAMICOM to provide data. Reference (b) applies.

n. You will familiarize yourself with reference (b) and related documentation to ensure compliance with the provisions contained therein.

o. You are the on-site point of contact between the individual missile program managers. As such, you will stay informed of all plans, procedures, policies, and significant actions pertaining to all aspects of the program, specifically the logistics and supply aspects.

p. You will keep informed of all supply, maintenance, and modification plans, procedures, policies, and significant actions as they relate to missile equipment.

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q. This LOI, although directive in nature, is not to be construed as either limiting or restricting your initiative in the performance of your duties or the accomplishment of your mission.

4. Coordination. You will visit MCLB, Albany, at least semi-annually. You are also authorized to visit other agencies and installations when such visits are considered beneficial in the fulfillment of your mission. Such visits will be subject to the availability of funds, which will be requested for MCLB (Code 845), Albany, as required.

5. Fitness Report. You will submit two completed and signed fitness reports to your reporting senior, 15 days prior to the end of the annual reporting period and within 10 days of any other occasion requiring report submission. A separate listing of significant accomplishments will also be submitted.

6. Authority. This letter constitutes your authority to take all necessary actions appropriate to the accomplishment of the duties outlined above.

Copy to:

Cdr USAMICOM (AMSMI-X, AMSMI-V, AMSMI-S, AMSMI-SS, AMCPM-HA, AMCPM-HA-MCL)

OIC, MarCor Admin Det, Redstone Arsenal, AL (AMSMI-XV, AMSMI-XVT, AMCPM-HDG)

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MONTHLY REPORTING GUIDANCE FOR MCLB ALBANY LIAISON OFFICER,
U.S. ARMY MISSILE COMMAND, REDSTONE ARSENAL, HUNTSVILLE, ALABAMA

1. A monthly report to CG, MCLB (Code 845, copy to Code 840), Albany, Georgia 31704-5000 is required. Report Symbol MCLB-1301-02 is assigned this report.

2. The report shall consist of, but not be limited to, the following:

a. General

(1) Visits

(a) by Marine Corps personnel to site.

(b) by other agencies/activities.

(2) Conferences (attach conference reports).

(3) Funding status of missile system repair programs.

b. Number of inquiries received

(1) Provisioning.

(2) Inventory Management.

(3) Technical.

(4) Procurement.

c. Stock availability on USMC documents

(1) HAWK Missile System.

(2) TOW Missile System.

(3) DRAGON Missile System.

(4) STINGER Missile System.

(5) REDEYE Missile System.

d. Administrative requirements

(1) Notice of planned travel.

(2) Notice of planned leave.

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(3) Administrative information.

e. Matters of general interest.

f. Specific topics of interest.

g. Status report of all USMC Not Operationally Ready for Supply documents at USAMICOM and action taken to expedite.

h. Recommendations regarding the logistics status of missile programs.

i. Plans for the next reporting period.